



# AVU Expense Report

**NOTICE:** This completed form, along with supporting receipts (copies OK), are to be submitted to AVU by mail (P.O. Box 249, Moorpark, CA 93020) or email (avuinc@yahoo.com). You should keep copies for your records. Please submit for reimbursements in a timely manner.

EXPENSE ITEM (i.e. Event/Office Supplies, Meeting Room Rental, Travel Expenses, Postage, Equipment, etc.)	PURPOSE	DATE	AMOUNT Attach Receipt

Below: Use for Mileage Reimbursement

DATE	PURPOSE	TO / FROM	MILES Attach Google or similar mileage report	AMOUNT Multiply Miles by 56.5¢.

<b>GRAND TOTAL</b> (All Items & Mileage)	<b>\$</b>
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Person Submitting Request	Mailing Address	Phone

**MAKE CHECK PAYABLE TO:** ☐ Myself ☐ Other \_\_\_\_\_

**DELIVER CHECK:** ☐ Mail to Address shown above ☐ Other \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Submitting Request

\_\_\_\_\_  
Date

AVU Approval 1	AVU Check #
AVU Approval 2	Dated
Check Requested Date	Cleared Bank